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Fax Profile Settings

Santiago Garcia - 2024-04-08 - [Faxing](#)

Fax Profile Settings

When configuring your vFax, you are able to set up a **caller name** and enter a **password** to your Fax Number, on the Profile settings.

Setting up Caller Name

1. Login to your account.
2. Go to the **Switchboard**.
3. Select your number.
4. Select **Profile > Number Details**.
5. Set your **Caller Name**.
6. Click **Save** to update settings.


Setting up a Password


We strongly recommend setting a unique strong password for each of your lines. This measure is intended to prevent fraud on your account. Just follow the steps below:

1. Login to your account.
2. Go to the **Switchboard**.
3. Select your number.
4. Select **Profile > Number Settings**.
5. Toggle Restricted on and create a strong password for your line (you

must use at least 8 characters, including lower case, upper case, and numbers).

6. Click **Save** to update settings.


Profile


Fax Settings


Number Details


Number

Type

Plan

Cost 0.00

Caller ID (CNAM) 

Caller Name 

Caller Email

Comments

Number Settings

Restricted ☐

Extension

Group

Billing Group

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